

Security Plan Instructions

Applicants are required to submit a location-specific safety and security plan for proposed operational areas **in addition to their risk assessment attachment**. This applies to new applications and funded modifications with additional operational areas. The plan must cover all personnel and operations, including all partners and sub-recipients with substantive programmatic contributions. Directly address the unique threats and vulnerabilities faced by national staff in your plan.

PRM prioritizes minimizing risks to all staff and operations. While risks cannot be completely eliminated, PRM expects your organization to be prepared to work in any environment for which you apply. Incorporate operational security management systems appropriate to your organization and operational area(s) into all activities.

Geographic units for contextual, threat, and vulnerability analyses may be as specific as a village, town, city, or neighborhood where you will be implementing activities. Submitting global security handbooks or policy documents does not meet PRM requirements.

There is not a set format for the security plan, but it must include and clearly address the following for each location where you propose activities:

- Contextual analysis
- Threat analysis
- Vulnerability analysis (relating to personnel and operations)

Contingency planning for relevant emergency situations such as:

- Abductions or illegal detention
- Evacuation
- Emergency medical care
- Psycho-social support for staff impacted by serious crimes or personal violence.

- Sexual assault
- Armed attack
- Reporting and prosecution options
- Risk mitigation measures to reduce identified vulnerabilities, which must address the threats in your analysis of proposed activity areas.

Find definitions of these technical terms in the Overseas Development Institute Humanitarian Practice Network's Good Practice Review 8, [Operational Security Management in Violent Environments](#), December 2010.

If your safety and security plan is in a language other than English, submit a translated English summary that shows it meets the criteria above.

PRM will not evaluate the merit of any safety and security plans submitted but will ensure they meet the requirements described above.

PRM strongly recommends that organizations:

- Be aware of any relevant travel advisories issued by the State Department.
- Ensure all U.S. citizen employees register at the relevant U.S. embassy while working overseas.
- Adhere to the UN's security guidelines in the given location.
- Use [InterAction's suggested guidance for implementing the Minimum Operating Security Standards \(MOSS\)](#).
- Include security requirements in the proposed budget.

Failure to maintain adequate security precautions may result in suspension of PRM funding.